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JAN 17 1948

MEMORANDUM TO THE DIRECTOR OF CENTRAL INTELLIGENCE

Attention: Executive for Administration and Management

Subject: Maintenance of Records by FBI

1. Reference is made to your memorandum of January 15, 1948 on the above subject.

2. This office concurs in the opinion that FBI departmental office files of unpublished broadcast material are of marginal value. It believes, however, that the significant, if rare, use of this material as illustrated by the conviction of Douglas Chandler primarily on evidence from old FBI files and by the satisfaction of certain important collection requests from them justifies its retention in some inexpensive form.

3. FBI field offices are required to file their entire take of broadcast material in a simple manner in order to satisfy delayed requests from the FBI departmental office. The permanent retention of these files will require no additional personnel, and the eventual storage problem can probably be solved by shipment of material several years old to National Archives.

4. It is recommended that proposed memorandum, Subject, Filing Operations and Table of Organization, FBI, be amended to:

- a. Permit FBI field offices to retain files of all monitored material, and
- b. Refer to material "not transmitted by teletype" rather than "not used in Daily Reports", since all teletype copy is screened for inclusion in Daily Report or other channels of dissemination.

A draft memorandum revised in accordance with this recommendation is attached.

ds:dkr

cc: OO-2

Return to Chief, FBI - 1

Brigadier General, USA

Assistant Director for Operations

OO/FB

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